

Modification A to Contract #19-58

This contract modification is between RACINE COUNTY HUMAN SERVICES DEPARTMENT whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403 and COMMUNITY IMPACT PROGRAMS, whose principal business address is 800 Goold Street, Racine, Wisconsin 53402.

The modification to this agreement will be in effect from January 1, 2019 to April 30, 2019. The Provider agrees to abide by all of the terms of the original agreement dated January 1, 2019 through December 31, 2019 with addition of the following:

For Period of 1/1/19 to 4/30/19:

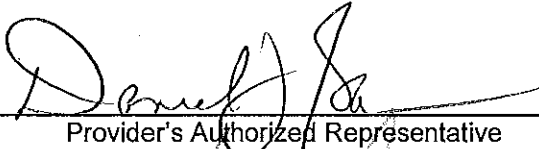

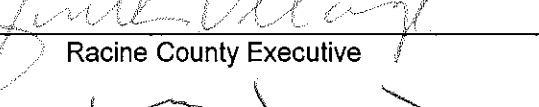

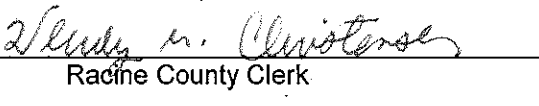
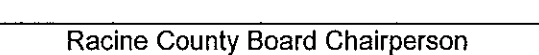
Add 1 FTE to Foster Home Licensing. This position will be for the last four months of a six-month trial that started in November of 2018 with potential of renewal upon evaluation of program success.

Increase Foster Home Licensing account 81715.006.200.404500 by \$18,161 and account 81708.005.200.404500 by \$6,053.

Making the total allocation for Foster Home Licensing \$24,214.

Any modifications to the total amount allocated for provision of the services outlined in this contract are indicated on the attached Budget Sheet (Attachment A).

In accordance with the Contract Administration Manual of Racine County, (Section III. A.1. Contract Modification and Extension), the approval for this change is executed by the Human Services Department Director, Finance Director, Corporation Counsel and County Board Chairperson with signatures affixed.

(signed) <u></u>	<u>3/12/19</u>
Provider's Authorized Representative	Date
(signed) <u></u>	<u>4/4/19</u>
Racine County Human Services Director	Date
(signed) <u></u>	<u>04-20-19</u>
Racine County Executive	Date
(signed) <u></u>	<u>4-22-19</u>
Racine County Corporation Counsel	Date
(signed) <u></u>	<u>4.10.19</u>
Racine County Finance Director	Date
(signed) <u></u>	<u>4/24/19</u>
Racine County Clerk	Date
(signed) _____	_____
Racine County Board Chairperson	Date

PROGRAM DESCRIPTION

All contracted staff must successfully complete caregiver and criminal background checks, drug screening, driver's license checks and reference checks. Background and driver's license checks will be performed once a year for applicable staff.

Provider is required to follow Racine County Human Resources *Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff*.

Provider agrees to use reasonable efforts to ensure the continuity of staff assigned to perform services under this contract. In the case of provider employee absence due to planned vacation, training or other reasons, Provider will make every effort to provide support if requested by County.

Mileage reimbursement will be at the prevailing Federal reimbursement rate that is in effect during the time of travel. Staff is responsible for any and all parking costs.

Vendor will provide one (1) FTE position and payroll service for the following:

Foster Home Recruitment and Licensing Specialist

This position will be for the last four months of a six-month trial that started in November of 2018 with potential of renewal upon evaluation of program success.

This is a 40-hour per week position responsible for recruitment of potential foster homes in Racine County, licensing of those homes, re-licensure of existing foster homes, investigation of foster home complaints and concerns and matching/placement of children into appropriate foster homes. This contracted position will work alongside existing county employees in the Human Services Department's Foster Care Recruitment, Licensing & Training Unit.

In order to access the maximum number of potential foster parents, the individual in this position will occasionally work non-traditional hours such as holidays, weekends and evenings. Recruitment efforts at community functions such as the Racine County Fair and Fourth Fest as well as churches and fraternal organizations and clubs will require flexible scheduling. Licensure/re-licensure activity may also require the individual to be available in the early evening to accommodate foster parents' schedules.

Essential Functions:

- Recruitment of potential foster parents at assigned community functions.
- Licensure of foster homes for children according to State and Federal standards and HSD policies.
- Processing of referrals from staff and matching of children to available homes
- Problem-solving with foster parents and investigation of licensing violations
- Consultation with referring staff
- Mediation of problem areas between agency staff and foster parents
- Advocacy for foster parents
- Re-evaluation of foster homes prior to license expiration or when there are substantive changes in foster home household; amend or re-license to assure compliance
- Representation of the agency as necessary in court and fair hearings
- Maintenance of foster home records and unit statistics
- Preparation of monthly newsletter
- Representation of HSD at Foster Parent Association meetings
- Interface with the Racine County Marketing Team to create print and electronic marketing pieces.
- Identify, implement and evaluate new sources for Foster Care exposure.
- Maintain up-to-date information on Foster Care website, Facebook page and other social media outlets.
- Take photos of events and record where appropriate.
- Provide support for strategic plan and process.
- For the purpose of recruiting foster families, establish and maintain community contacts such as: Schools, Community organizations; Faith Based organizations; Service groups; Business leaders.

- Use social media to effectively engage the community and create awareness of the need for new foster homes.
- Participate in staff meetings, trainings, workshops and outreach events.
- Perform any other functions as needed by management and agency to meet marketing goals.
- Conceptualize, develop and design materials to effectively achieve desired outcomes.
- Evaluate and measure performance of marketing efforts using metrics and analytics
- Complete tasks and projects within prescribed timeline.
- Flexibility to work evenings & occasional weekends as needed
- Establish a system of assessing the satisfaction of foster families that can be used to identify training, support and treatment needs. Every quarter for licensed foster homes, but monthly for newly licensed foster homes, assess a select number of foster family's needs and strengths to assure training, support and treatment needs are being met for both foster children and foster parents.
- Establish and manage a Racine County Foster Care monthly e-magazine providing foster parents with helpful and supportive information such as recent literature on trauma informed care, networking opportunities with other foster families, support groups, community resources, respite care information and opportunities, changes in foster care rules, recognition of foster families and training opportunities.

Qualifications:

- Bachelor's degree in a Human Services field (child development, criminal justice, educational psychology, vocational rehabilitation, guidance and counseling, psychology, social welfare, social work, or sociology).
- Recruitment Staff qualifications may include Bachelor's degree in Communications, Business, Management, Education or a related field. Two (2) years' work experience in making independent decisions and meeting deadlines.
- Valid Wisconsin driver's license

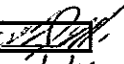
Additional data tracking requirements that began at the upon the trial start date:

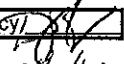
- **Number of new applicants**
- **Number of newly licensed homes**
- **Length of time from initial contact by applicant to first home visit**
- **Length of time from receipt of the signed application to license approval**
- **Point at which applicants withdraw from licensing process**

XII. COST AND SERVICES TO BE PROVIDED

- A. Provider and Purchaser understand and agree that the eligibility of individuals to receive the services purchased under this agreement will be determined by the Purchaser.
- B. Purchaser agrees to pay Provider for the actual services which are described in Exhibit A and which are rendered by Provider and authorized by Purchaser at the contracted amount.
- C. The total amount to be paid to Provider by Purchaser for programs and services as specified in this section will not exceed the total contracted dollar amount.

	For period of 1/1/19 to 4/30/19:	\$24,214	N/A	N/A	Actuals
	Foster Home Licensing 1FTE				
81708.005.200.404500					
81715.006.200.404500					

Approved by HSD Fiscal Manager 
3/11/19

Approved by Contracted Agency 
4/2/19